

**FSCS Steering Committee Meeting  
December 7 - 9, 1998  
Wyndham Bristol Hotel  
2430 Pennsylvania Avenue, NW  
Washington, DC 20037**

**Attending:**

FSCS Steering Committee: Sandi Long, Chair; Dianne Carty, Vice Chair; Adrienne Chute; Darla Cottrill; Elaine Kroe; Keith Lance; Libby Law; Mary Jo Lynch; Paul Planchon; Gerry Rowland; Lynn Shurden; Alan Zimmerman.

Absent: Howard Harris; Jane-Carol Heiser; J.D. Waggoner, Barratt Wilkins; Bob Willard.

**Others**

NCES: Jeff Williams

NCLIS: Kim Miller, Judy Russell

Census: Katherine Chamberlain; Mike Freeman, Patricia Garner; Carma Hogue, Henry Wulf; Regina Padgett; Diane Schapira

Westat: Susan Callan, Steve Fischer

**Monday, 12/7/98**

Welcome and Introductions

Sandi Long called the meeting to order and introductions were made.

**NCES Report and Updates**

Elaine Kroe reported that the internal review is in progress on the 96 Ed Tabs. Adjudication has not yet been scheduled. Regina Padgett reported that FY97 data has been received from 48 states

(and DC) and 3 territories. One state submitted only partial. Three states have not submitted data. New Hampshire and New York indicated that they will submit data by the end of December. Keith Lance will contact California to offer assistance. Sandi Long will ask Barratt Wilkins to approach the California State Librarian, as well. Two of the territories submitted data and one submitted partial data.

**NCES Website Demonstrations**

Paul Planchon introduced the NCES Website and Peter Joyce presented a demonstration IPEDS peer analysis site ([nces.ed.gov/edfin/](http://nces.ed.gov/edfin/)) and the data harvesting site which is under development. There was a discussion of repeating the demonstration at the Annual Workshop. The Data Use Subcommittee is to identify criteria for a similar public library site. Gerry Rowland praised NCES for their posting of data in PDF format.

### **WinPlus Update**

Mike Freeman reported on the status of WinPlus. Dawn Pennell is no longer available to work with FSCS and Diane Schapira has been assigned full time to development of WinPlus. Census will switch to Visual Basic programming which offers several advantages. A schedule has been developed which should insure WinPlus availability for training at the Annual Workshop. Sandi Long asked for it be made available to the State Data Coordinators serving on the Steering Committee a couple of weeks prior to the Workshop for testing purposes. Mentors are to be formally trained to assist with WinPlus training at the Workshop.

### **Data Element Ballot results**

Dianne Carty reported that all of the proposed Data Element changes were adopted by the SDC's.

### **Tuesday, 12/8/98**

#### **NCLIS Update:**

Judy Russell reported on the summary of the 1998 National Survey of Public Library Outlet Internet Connectivity. This report is under review by the NCLIS Commission and is scheduled for publication next week. The focus is on access and speed of access not on connectivity. The 1998 report is at the outlet level. Previous reports were at the administrative level. She also reported on NCLIS's commitment to the library statistics program as documented by the adoption of their program budget. Efforts continue to fill the vacant Library Statistics Program coordinator position. Steering Committee members were asked to encourage qualified candidates to apply. Ms. Russell reported that NCLIS has moved beyond the Harris report.

### **Geographic Mapping Project**

Steve Fischer reported on the status of Mapping project with a demonstration using Maryland data. Comments regarding summary report should be sent to [fisches1@westat.com](mailto:fisches1@westat.com). The Data Use Subcommittee is to discuss how it can be used for the future. Steve Fischer also demonstrated the Internet capabilities for public library survey and mapping and public use data files.

### **Wednesday, 12/9/98**

There was a brief discussion of the concerns regarding the Westat project report. It was felt that results would have been better if the advisory committee had been more involved throughout the project, rather than just at the beginning.

Concern was expressed about informing states about data submission assistance availability. Mentors are to contact states early in the data submission process to identify those who may need assistance in meeting the deadline. Mentors are to contact Judy Russell regarding states needing assistance.

There was a discussion about the necessity to avoid the appearance of conflict of interest in regard to the vendors' reception.

Paul Planchon expressed his concerns regarding the need for a electronic collection of data at the state and local levels for a seamless submission to NCES.

There was a brief discussion of concerns regarding the need for more frequent collection of school library/media center data. The National Association of State Education Media Professionals and the American Association of School Librarians were identified as possible sources of assistance.

### **Introduction of new Steering Committee Chair and Vice-Chair for 1999**

Dianne Carty - Chair

Lynn Shurden - Vice-chair

### **Nominations for vacant Steering Committee seats**

Four nominations are needed for 2 steering committee terms which end in 1999. Three State Data Coordinators have accepted nomination for vacant Steering Committee seats (J.D. Waggoner, Robert Fortenbaugh, Jan Blakely). Naomi Krefman, Sondra Taylor-Furbee, or Marianne Kotch will be contacted to complete the slate. Dianne Carty accepted responsibility for follow up on this, including creating the ballots.

### **Objectives for 1999**

#### Steering Committee:

- Support the Objectives of the Subcommittee
- Evaluate the March Annual Training Workshop
- Provide technical assistance for timely submission of FSCS data
- Encourage Web based data collection and use
- Annually review by-laws and policies and procedures
- Maintain communication and good working relationship with NCES, NCLIS, CENSUS, COSLA, and ALA
- Study the retention and archival storage of FSCS documents issues.

### **Steering Committee Accomplishments**

- DecPlus (WinPlus) edit checks were reviewed
- The need for WinPlus training was identified and will be addressed at the workshop
- The schedule for workshops has been established for 1999 and 2000.
- Two electronic measures were adopted
- The confusion relating to Legal Basis Code was resolved by the adoption of the Geographic Code data item and revision of the definition of Legal Basis Code.
- More states are collecting data in electronic format at the local level.

Each subcommittee is to provide a list of objectives to Dianne Carty, and a list of accomplishments to Sandi Long.

### **Plans for March Steering Committee Meeting**

There will be a luncheon meeting of the Steering Committee (current members and newly elected members) on Wednesday, March 24 following the Workshop.

Access to high speed Internet Connections need to be provided at all future Steering Committee and Workshop sites.

Kim Miller is to prepare the workshop evaluation form, which should also include a place to nominate candidates for election in 2000.

### **Plus**

- Paul Planchon being at meeting
- Census people
- Henry Wulf
- NCES Website presentation
- Kim was a great help for training sub-committee
- Cold water at meetings
- Meeting room arrangements (and breakout)
- Fine job everyone
- Computerized demos worked!!
- Having Darla come early
- Getting done in time to eat lunch before going to the airport

### **Minus**

- Lack of NCLIS representation
- Loud Christmas music
- Slow Internet connection at hotel
- Paul was not present for Judy Russell's discussion of the Harris report
- No decaf sodas
- Narrow tables (need wider tables)
- EdTabs not ready

### ***Adjourn***

**To do (a list of items assigned to individuals or groups listed compiled from the minutes):**

1. **Adrienne Chute** is to contact the president of ALIS (Note: I am not sure what this is about, possibly a speaker for the workshop?)
2. **Sandi Long** will contact Barratt Wilkins, asking him to intervene in the California data submission problem.
3. **Sandi Long** will write a letter to be sent to SDCs before Christmas. The letter will include dates and location of workshop and let them know that they can expect further information from Westat by (date).
4. **Keith Lance** will contact California to offer assistance with data submission.
5. **Keith Lance and Mary Jo Lynch** will investigate the failure to report Metropolitan Status Code for the 227 outlets.
6. **Keith Lance** will write the rational for adding a data element to identify the Metropolitan District, School District and Congressional District of each outlet (or library). He will also propose a change in the wording for "Number of Centrals" so that no library will report more than one.
7. **Keith Lance** will update the WEB address list.
8. **Keith Lance** will prepare pros and cons statement for two Vendored Electronic Database Usage measures: 1) Documents Viewed Via Electronic Databases and 2) Documents Retrieved Via Electronic Databases.
9. **Libby Law** to check to see if can locate ballot for data elements 44 & 45 and if found send wording to **Dianne Carty**.
10. **Kim Miller** is to prepare workshop evaluation form, which is to have a place for entering suggestions for nominations for the Year 2000 Steering Committee vacancies.
11. **Dianne Carty** will take responsibility for filling the slate of nominations for the Steering Committee and will produce the ballot.
12. **Al Zimmerman** will prepare pros and cons statement for "Number of Users of Electronic Resources in a Typical Week" for endorsement at the workshop.
13. People identified as responsible for concurrent sessions are to provide brief descriptions (2-4 sentences) to **Al Zimmerman** by end of January.
14. People identified as responsible for training sessions are to notify **Al Zimmerman** of equipment needs.
15. Notebooks to be mailed to NEW SDCs 1 month prior to workshop. (**Al Zimmerman, Kim Miller**)
16. Each Subcommittee Chair is to send list of accomplishments for year 1998 to **Sandi Long** and Goals for Year 1999 to **Dianne Carty**.
17. Sam Ping is to be invited to the June Steering Committee Meeting to discuss promoting the use of FSCS data. (? **Dianne or Sandi to invite**)
18. Mentors are to receive copies of WinPlus a couple of weeks prior to the workshop and test it. (**Census**)

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**Subcommittee Reports attached**

### **Data Collection Subcommittee**

- Gerry Rowland reported that the subcommittee recommended proceeding with the proposed schedule for WIN PLUS development but expressed concern about the tight schedule. Census assistance will be available to any state which has difficulty submitting data with WIN PLUS.
- The subcommittee reviewed the EDIT checks proposed in September and added EDIT Checks for Reference and Visits. Discussed the historical tracking problems with DecPLUS to be corrected by WinPlus. Each state received back files but may not be aware of it.
- Conducted a virtual critique of WinPlus.
- Reference Transactions edit checks: Carma Hogue and Terri Carter

**December 9, 10, 1998**  
**Data Elements Subcommittee Meeting**  
**Dianne Carty, Chair**

The subcommittee began with a discussion facilitated by Henry Wulf who is Chief of the Census of Governments branch in the U.S. Bureau of the Census. The subcommittee had wanted to discuss how the FSCS project should collect data relating to capital income from public libraries.

He began by telling us that “capital income” does not exist. In his branch fiscal information is collected as follows: all income (called revenue at the Bureau) is reported by source (i.e., tax, intergovernmental, other) and all expenditures are reported by purpose and type. Therefore the distinction between “operational” and “capital” income is not made. This has given the subcommittee some food for thought and we will continue to discuss these issues in anticipation of a proposing a new data element in the future.

Results of the ballots for the revisions to current data elements and the two new data elements were discussed. All proposed changes and revisions and the two new data elements passed by a large majority. Forty-three states returned their ballots by the deadline.

The subcommittee next reviewed its objectives for 1998 and developed new objectives for 1999.

The new objectives are: continue discussion of electronic data output measures; discussion of data element(s) related to capital/fiscal issues; implementation of the two new data elements (geographic code and number of Internet terminals in libraries; clarification of proposed and current definitions for data elements related to electronic technology; review of current data elements; and to encourage submission of new data elements.

The subcommittee next heard discussion by two of its members regarding proposed and potential data elements. Al Zimmerman reported in September on the feasibility of sessions counting for a possible new data element for electronic information. He reported that there is as yet no straight forward way to count this information, but that he would continue to pursue the issue. Discussion next surfaced regarding the IML’s grant given to McClure and Bertot to develop electronic use measures and perhaps we should see what results from their research.

Keith Lance next discussed his electronic document delivery data element. He shared his thoughts on collecting information on electronic document delivery based on level of access (citation, abstract or full text) and means of delivery (view/print locally or vendor delivery (FAX, email or regular mail)). Keith will have a proposed data element ready for the March workshop in Rockville.



## **Data Elements Subcommittee Libby's**

Capital Income: Christina Briseno and Henry Wulf provided information about government accounting in relationship to Capital Revenue. After a discussion of the issues involved, they recommended that the definition be kept simple and that All Income (or revenue) should be reported by source regardless of use. Expenditure can be expanded to include Unrestricted Expenditures and Restricted Expenditures for Capitalized Projects. The committee decided not to develop proposed language at this time.

States voted to add two new data elements (Geographic Code and Number of Terminals) and to change the wording of the other data elements as proposed. Dianne will contact Henry Wulf for county survey form for possible use as model for Fiscal/capital data items and will moderate a discussion of the Fiscal/capital issue at the workshop. Possible wording proposed by Keith: "Capital: non-recurring income allocated for Capital Projects." This will be discussed further at the June Steering Committee Meeting.

There was a discussion of electronic periodical title count as a new data item. Decision was that this is not needed.

Concern was expressed about data items the wording of the "note" for data item # 44 (Operating Expenditures for Library Materials in Electronic Format) and # 45 (Operating Expenditures for Electronic Access). The ballot adopting these two data elements is to be reviewed before the next meeting.

There was a discussion of definitions across survey type. Adrienne reported of possible plans to post on NCES Web. Adrienne is the NCES Web Publisher for library information.

Keith Lance expressed the need to focus on timely data, not take on new tasks.

Al Zimmerman will prepare pros and cons for Number of Uses of Electronic Resources in a Typical Week" and prepare it for endorsement at workshop. Keith will prepare pros and cons for two items on Vended Electronic Database usage measures: 1) Documents Viewed Via Electronic Databases and 2) Documents Retrieved Via Electronic Databases).

### **Objectives for 1999:**

Continue to discuss electronic output measures

More in-depth discussion of fiscal/capital issues

Implementation of collection of data for new data items (Geographic code and Number of Internet Terminals)

Review the ballot for wording passed for data elements 44 and 45

Review all Definitions for consistency

Review new SDC training manual

Identify, solicit and vote on new data elements and revise data elements as needed.

### **Data Use Subcommittee**

Keith Lance reported that the subcommittee identified criteria to be used in a public library version of NCES WEB SEARCH Database.

Metropolitan status code is not reported for 227 outlets. Keith Lance and Mary Jo Lynch will investigate this.

Keith Lance will write the rational for adding a data element to identify the Metropolitan District, School District and Congressional District of each outlet (or library). He will also propose a change in the wording for "Number of Centrals" so that no library will report more than 1.

The Date Use programs for the workshop were identified: John Bertot will be asked to make a presentation on the Outlet Internet Survey and Electronic Output measures. Glen Ferri will present the IMPS Mapping program and Keith will present a session on "Putting State Statistics on the Web".

Sam Ping is to be invited to the June Steering Committee Meeting to discuss promoting use of FSCS data and Adrienne will contact the President of ALIS.

There will be no Eckard Award presented at the Workshop.

### **Training Subcommittee**

The committee reviewed and updated the workshop outline developed in September. By the end of the Steering Committee meeting the agenda was almost complete. On Sunday morning Census is to provide WinPlus training for Mentors. Data Collection Vendors may demonstrate their software on Sunday evening.

There are 6 new State Data Coordinators who will be invited to participated in Orientation on Sunday afternoon.

PCs and a Data projector will be needed for Sunday morning.

In addition to the invitation provided by WESTAT, Sandi Long will send a notice about the Workshop to State Libraries.